



CITY OF ATLANTA

JOB ANNOUNCEMENT

BUDGET AND POLICY ANALYST, SENIOR

SALARY GRADE: 25

SALARY RANGE: \$48,206 - \$55,317

Applications Accepted: October 3, 2005 until October 14, 2005.

Minimum Job Requirements*

Persons applying should have a bachelor's degree from an accredited institution in economics, accounting, finance, business administration, public administration or closely related field **and** three (3) years professional experience as a budget analyst, finance analyst, policy analyst, or closely related position that involved responsibility for budget development, analysis and management.

Equivalent combinations of training and experience will be determined under prescribed guidelines.

This position requires successful completion of a background check.

Duties of the Job

This classification is the second level in a three level series of budget and policy personnel within the Budget and Policy Analysis Division. This position is responsible for reviewing and analyzing budget requests and developing policy alternatives for assigned mid-sized agencies and funds with higher than average complexity; developing, analyzing, managing, and executing budget recommendations, appropriations and allocations; preparing budget management and expenditure reports; and planning and coordinating analysis of policy and budgetary initiatives. Other duties include: analyzing the budget requests of assigned agencies, programs and funds; conducting policy research; performing management studies and program evaluations as assigned including conducting interviews, comparative analyses, and other research; managing the development and implementation of budgetary and policy initiatives; and reviewing and analyzing proposed legislation.

To Apply For This Position

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 WWW.ATLANTAGA.GOV FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*Verification required prior to appointment.